

This course, *Discovery Education Idaho Core Academy Integrated Professional Development Modules*, has been pre-approved for Professional Education credit as a 3 semester-credit course through Boise State University. This credit may not be used toward a graduate degree, however, will show on transcripts and be valid for re-certification. It will be graded on a Pass / Fail basis and show on transcripts as a Spring 2014 course. The cost is \$180.

To set up your credit:

1. Determine who will be your 'instructor' of record. This will be someone who oversees the workshop and outside work and will provide grades to BSU. They are required to hold a Master's Degree.

- Instructors of record provide support on specifics of assignments to participants.
- Oversee activities, monitor, collect and provide feedback to participants on follow-up assignments.
- Submit final grades on the BSU website at the end of the course (guidance will be provided)
- Track attendance

2. Instructor of record must complete this form and email to Boise by October 15<sup>th</sup>, 2013.

[k12professionaldevelopment@boisestate.edu](mailto:k12professionaldevelopment@boisestate.edu) The form can be found at this link:

[http://web1.boisestate.edu/extendedstudies/educatorsdevelopment/pdfs/BSU\\_ProfessionalEdInstructorForm.pdf](http://web1.boisestate.edu/extendedstudies/educatorsdevelopment/pdfs/BSU_ProfessionalEdInstructorForm.pdf) **Please include the DOB of instructor on form.** Once Boise State receives your instructor form, a section for your district will be set up and you will be provided the registration link to disseminate out to district participants. Instructor forms should be submitted no later than **OCTOBER 15**. It is the instructor's responsibility to verify completion of credit requirements and enter grades via the Boise State System. Grades are due no later than May 20, 2014.

3. Provided you have set up an instructor of record, an online registration link will be sent to you by November 1, 2013, which you will distribute to educators in your district. Credit Registration will remain open through February 16, 2014.

4. Each registrant is required to have 48 hours of seat time; attend all 6 sessions for 8 hours. Each district is responsible to manage sign in sheets for those taking credit, for all 6 modules. Those will be required as evidence of the attendance requirement. It is the participant's responsibility to notify their instructor of record immediately if they intend to register and take this course for credit. This will be the instructor of record's way to manage their course enrollment.

5. Participants should not enroll in the credit portion until they are sure that they will meet the requirements for the credit. If at some point after the participant registers for the credit they determine



they either are not eligible for the credit or do not wish to seek it, it will be their responsibility to contact Boise State to have the course dropped. (208) 426-1709. If you need to verify your registration once enrolled, please call the above number.

6. If a participant does not take part in the training with Discovery facilitators but receive the workshop training via district instructors they are eligible for the credit as long as they meet the same requirements for contact time and assignments.

The SDE will host a 30 min. recording to answer any questions related to this information on September 30, 2013 at 1:00PM. Please use the following information to access this meeting.

1. Please join my meeting. <https://www3.gotomeeting.com/join/242175806>
2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

United States: +1 (626) 521-0016

United States (toll-free): 1 866 899 4679

Access Code: 242-175-806

Audio PIN: Shown after joining the meeting

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